

CONFIDENTIAL

6 August 1957

MEMORANDUM FOR: Chief, FE Division

SUBJECT : Report of Audit - [REDACTED]

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1. There is attached subject report for the period ending 30 April 1957.
2. This report is being forwarded to you for your information and appropriate action as requested in paragraph 21 of the report.
3. Please note that this request will concern the Logistics Office and the Technical Accounting Staff, accordingly, your action should be coordinated with those offices.
4. A suspense date of 29 August 1957 has been established for a reply to this memorandum.

[REDACTED]  
Acting SSA(Comptroller)

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Attachment

SSA(Compt)jh(6 Aug 57)

Distribution:

- Orig. & 1 - Addressee
- 1 - I & R
- 1 - TAS
- 1 - Logistics
- 1 - SSA-DD/S
- 2 - SSA(Compt)

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Extract from Audit Report, [ ] as of 30 April 1957 attached to memorandum dated 30 July 1957 for Special Support Assistant to the Deputy Director (Support) from Chief, Audit Staff.

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Paragraph 20. In the previous audit this office recommended that some type of positive day to day control be effected over stock record postings. The logistics portion of the stock records is now being double checked for correct postings and extensions. While errors have been greatly reduced, reconciliations are still tedious and time consuming. It is our opinion that postings should be positively verified before submission to finance by taping card postings and agreeing this tape to a tape of the applicable documents prior to the submission of these documents to finance. This should result in the expenditure of fewer total man hours than is now necessary since under the present system, if one error is made it is often necessary to recheck all prior postings made during the month, a step which will become unnecessary if postings were positively proofed before submission to Finance. We again recommend that the station consider this or some similar procedure which would isolate errors at the time they are made. We also recommend that Headquarters consider a system such as that briefly described above for inclusion in the Supply procedure. It is our opinion that positive proofing by logistics and KUCLUB is a prerequisite to accurate monthly reconciliations at this installation.

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